

**Sub-service: Registration of Cooperative Societies under Self Supporting Cooperative Act, 1996**

**Previous Approval:** \_\_\_\_\_ **Basis for approval** .....

Steps	Verification	Documents/Information needed	Timelines*	Contact Person
Visit the portal <a href="http://164.100.150.4/cooperative/Default.aspx">http://164.100.150.4/cooperative/Default.aspx</a>	-	-	-	
Fill the required details of Societies		<ul style="list-style-type: none"> <li>• Name of Societies</li> <li>• Address of Societies</li> <li>• Bank Details</li> <li>• E-mail ID</li> <li>• Type of Societies</li> <li>• Liability Type</li> <li>• Authorised Share Capital</li> <li>• Category of Societies</li> </ul>	-	
Document Required	-	<p><b>For 1<sup>st</sup> Phase</b></p> <ul style="list-style-type: none"> <li>• Bye Laws</li> <li>• Members Signed Proceedings</li> <li>• Address Proof</li> <li>• ID proof</li> <li>• Photograph</li> </ul> <p><b>For 2<sup>nd</sup> Phase</b></p> <ul style="list-style-type: none"> <li>• Organiser's Report in Form II</li> <li>• Bank Account Details</li> </ul>	-	
After filling the required details applicant will submit the application form	-	-	-	Respective District Cooperative Officer
District Cooperative Officer will raise the query to applicant in case of incomplete application	-	-	7 Working days	Respective District Cooperative Officer
In case of Complete Application & Verification of Member done by District Cooperative Officer, He will forward it to Cooperative Registrar along with the 2 <sup>nd</sup> Phase of document		-	13 Working Days	Respective District Cooperative Officer

Cooperative Registrar will verify the document submitted by Applicant and get the details of all member to be verified	-	-	-	Cooperative Registrar
Member of the societies will be verified as per the norms of the Self Supporting Cooperative Act, 1996	-	-	20 Working Days	Cooperative Registrar
After the verification of Documents & Members, Cooperative Registrar will allow the societies to pay the Registration fee through online mechanism.	-	-	-	Cooperative Registrar
After Successful submission of Registration fee and Mandatory Account opening in Jharkhand Cooperative Bank in the name of Society, process for Society registration will be initiated		-	13 Working Days	Cooperative Registrar
Cooperative Registrar will granted the Registration certificate and Society can download his Registration certificate from the Cooperative portal	-	-	7 Working Days	Cooperative Registrar